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**From:** Stiles, Tracy (DPH)  
**Sent:** Thursday, January 06, 2011 3:58 PM  
**To:** Stiles, Tracy (DPH); Nassif, Julianne (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Greer, Garry (DPH); Smole, Sandra (DPH); Elvin, Paul (DPH); Guillet, Jasmine (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Kazianis, Arthur (DPH); Holland, James (DPH); Belanger, Peter (DPH)  
**Cc:** Caloggero, Dina (DPH)  
**Subject:** RE: Jan 2011 PM list microscope active.doc  
**Attachments:** Jan 2011 PM list microscope active\_010611.doc

I know. The attached document "fell off" somewhere between my desk and yours. I am sending it again.

Tracy Stiles  
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**From:** Stiles, Tracy (DPH)  
**Sent:** Thursday, January 06, 2011 3:48 PM  
**To:** Stiles, Tracy (DPH); Nassif, Julianne (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Greer, Garry (DPH); Smole, Sandra (DPH); Elvin, Paul (DPH); Guillet, Jasmine (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Kazianis, Arthur (DPH); Holland, James (DPH); Belanger, Peter (DPH)  
**Cc:** Caloggero, Dina (DPH)  
**Subject:** RE: Jan 2011 PM list microscope active.doc  
**Importance:** High

Hi all—Thanks for getting back to me regarding your scopes for maintenance next week. (Although a couple of you have not yet. I am not naming names. You know who you are...)

Anyway, I am resending the same document with the changes you sent to me. These changes are highlighted in yellow. If I misinterpreted what you said, please let me know.

Will there be people available for visitor badges starting at ~8:30 both Tuesday and Wednesday? If you are a later person let me know and I'll make sure to schedule that lab for later in the day.

If there is anything else you know that I should know but don't please fill me in. I plan to talk to Bob tomorrow and finalize the plan for next week at that time.

Thanks for all of your help!  
Tracy

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**From:** Stiles, Tracy (DPH)

**Sent:** Thursday, December 30, 2010 12:03 PM

**To:** Nassif, Julianne (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Greer, Garry (DPH); Smole, Sandra (DPH); Elvin, Paul (DPH); Guillet, Jasmine (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH)

**Cc:** Caloggero, Dina (DPH)

**Subject:** Jan 2011 PM list microscope active.doc

Hi all,

Caley and Whitmore will be on site on January 11 and 12 to provide annual preventative maintenance for all of the microscopes in the building.

**(TB Lab--they will also do your 3 centrifuges at this time.)**

Will you all please review the attached document and make sure the scopes on the list are where the list says they are, and that an appropriate contact person is listed? If there are any that have been taken out of service, please indicate that as well. If there are any new ones that are not yet on contract but will need to be for 2012 this would be a great opportunity to tell me that too.

Based on what Peggy has sent out in the past, it looks like they will need visitor badges to enter rooms 404 and 712. If I missed any secure rooms, let me know so I can add it to my list.

If you can respond to me with your updates by the end of the day Wednesday January 5, I'd appreciate it!

Thanks and Happy New Year!

Tracy